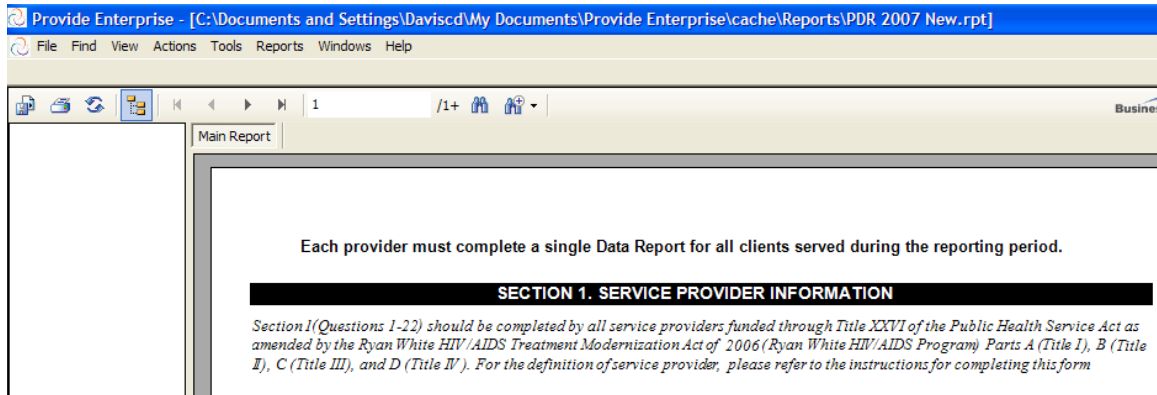
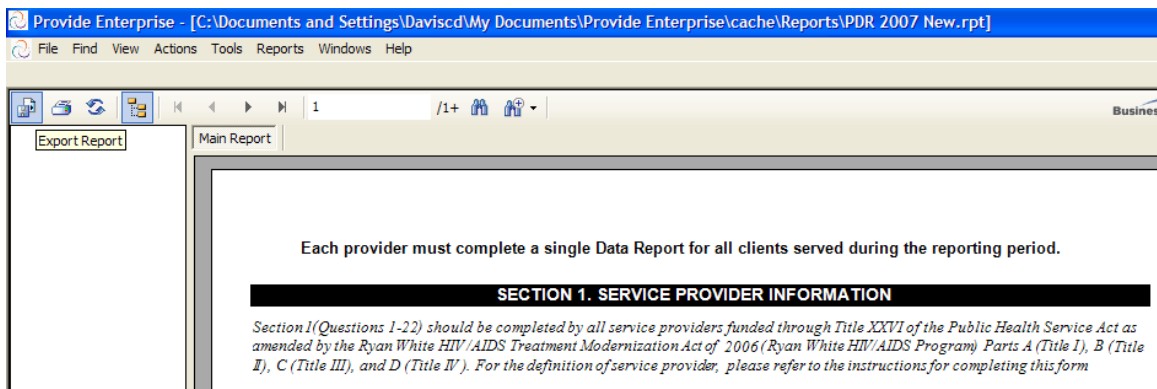


Instructions to Save Report(s) in Adobe Acrobat (PDF)

1) Run report in *Provide Enterprise (PE)*.

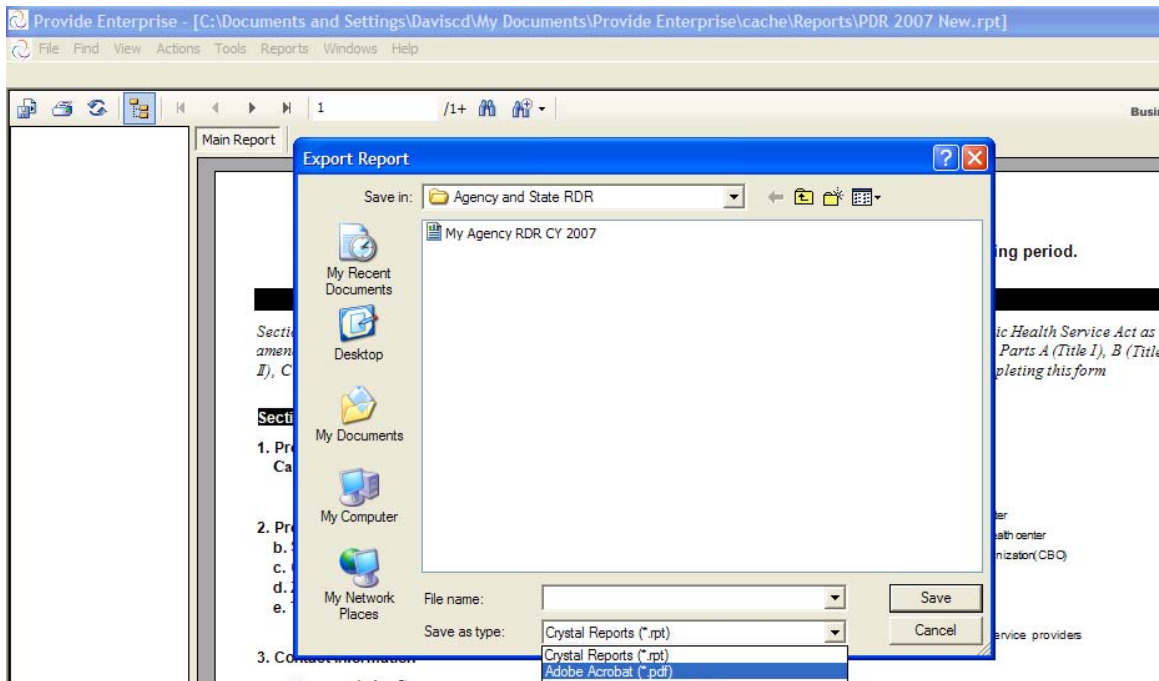


2) When the report comes up on screen in PE, review data and click the save (export) icon in Crystal Reports viewer (pictured below).

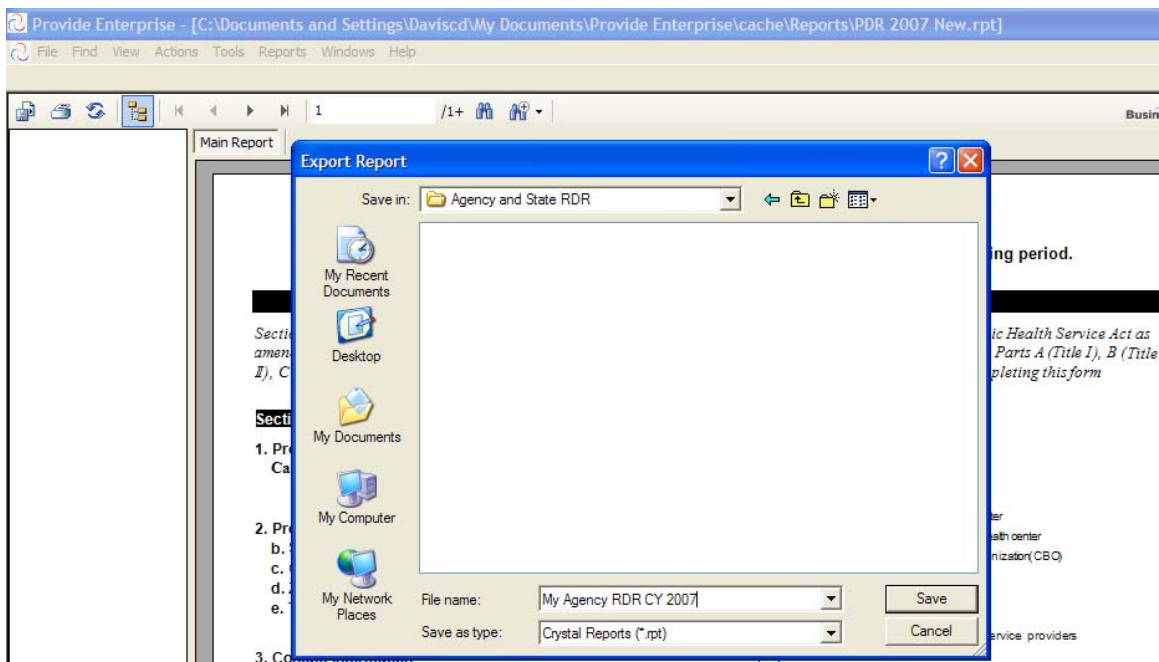


3) In the “Save in” dialogue box, change “Save as type” to Adobe Acrobat to save as PDF (.pdf) file (pictured below).

(Note: PDF formatting does not allow anyone to change the data in the report. PDF is the required format for submission to SCDHEC for *non-Client* level reporting.)



4) Choose the appropriate folder and enter the filename.



5) Click “Save” to complete the save (export).